



DUTY STATEMENT	
<b>Classification:</b> Accounting Officer (Specialist)	<b>Position Number:</b> 835-161-4546-018
<b>Division/Office/Section:</b> AFITS / Fiscal Services / Accounting/ Accounts Payable	
<b>Location:</b> 1001 I Street, Sacramento, CA 95814	<b>Effective Date:</b>
<b>Employee's Name:</b>	<b>Supervision Exercised:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Supervisor's Name:</b> Mohammed Feroz	
<b>Collective Bargaining Identifier (CBID):</b> R01	

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

#### POSITION DESCRIPTION:

Under the general direction of the Accounting Administrator I, Supervisor, in the Accounts Payable Unit, the Accounting Officer (Specialist) will perform a variety of professional accounting work associated with processing complex grant payments for all CalRecycle's programs in FI\$Cal. This position will maintain grant and payment files, grant advances, vendor payment ledgers, perform grant advances and encumbrance reconciliations, and other tasks required to maintain an adequate separation of duties in the Accounting Section. This involves working with a multidisciplinary range of staff to ensure that all disbursements are made in accordance with all governing rules, policies, and procedures as well as working with vendors/ grantees/ staff to answer inquiries as to the status of payments. The position works extensively in FI\$Cal, the Grant Management Program, and Excel. This position is also responsible for disbursing loans and tracking payments against long term liabilities.

#### ESSENTIAL FUNCTIONS

- 40% Perform preliminary audits on multi-funded or complex grant payments. Analyze grant payment requests to ensure that all documents are approved by authorized individuals and that requests do not exceed agreement or encumbered balances. Maintain agreements and payment requests as applicable. This includes recording transactions such as payments, advances, retentions, and document balances in a tracking log. Regularly verify that file balances in the file agree with FI\$Cal general ledger balance detail for each appropriation and funding fiscal year, and that all other subsidiary databases are all in agreement. Follow up on final payment requests after expiration of an agreement term.
- 20% Independently analyze individual appropriation, funding fiscal year (to determine appropriate transaction codes) and posting sequence to make the disbursement. Verify vendor numbers and addresses in FI\$Cal system. Act as a Buyer to create Purchase Orders, Budget Check, and dispatch all Grant documents. At year-end work with programs to liquidate any outstanding encumbrance balance. Post payment in FI\$Cal and create vouchers for approval. Respond to customer inquiries and research accounting history to resolve discrepancies in payments or document balances. Respond to the requests from the Department of Finance Auditors by creating and sharing reports and financial data to conduct audits. Act as a liaison between accounting and program staff to provide assistance, answer questions, and coordinate

information related to grant/ loan payments and grant encumbrances. This could include reading and interpreting policy manuals, legislative guidelines, departmental manuals, or other written materials to determine relevant facts for staff, claimants, etc.

- 10% Reconcile Local Conservation Corps and Local Enforcement Agency Grant Program, which include multiple continuous and non-continuous appropriations. Reconciliations require timely receipt of Grant Advance request from grant managers and balances to actual disbursement of the Advance. Advance not spent and received from grantees needs to be posted correctly to the same appropriation and fiscal year for the Budget Act/ Statue the appropriation was created.
- 10% Review and approve Vouchers in accordance with SAM for legality and compliance with rules and regulations
- 10% Reconcile Prepayments and Reserve for Prepayment (GL 1309590/ 3500000) monthly. Follow up on all outstanding prepayments, ensure appropriate liquidation and/ or billing takes place with respect to fiscal year. Perform computations to reconcile/ verify account balances. Work with program staff and grant managers to resolve outstanding balances.

### **MARGINAL FUNCTIONS**

- 5% Assist with other team member's workload whenever appropriate and practical, and on special projects as required. Work in the development of accrual information for fiscal year-end reporting, in a timely manner to meet department goals.
- 5% The position will be trained in other back up assignments to maintain productivity and be part of an efficient team. Enroll/ participate in training, where necessary, (by FI\$Cal, DOF and/ or LinkedIn Learning) to broaden knowledge and remain consistent with changes/ updates, including all/ any mandatory department training.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:		Date:
<b>Employee Signature:</b>		
I certify that the above accurately represent the duties of the position:		Date:
<b>Supervisor Signature:</b>		
<b>PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:</b>		
<b>C&amp;P Analyst:</b>	<b>Date Approved:</b>	

**SPECIAL REQUIREMENTS OF POSITION (IF ANY):**

- ☒ Designated under Conflict of Interest Code.
- ☐ Duties performed may require annual physical.
- ☐ Duties require participation in the DMV Pull Notice Program (drives on state business 6 or more time per month).
- ☐ Requires the utilization of a self-contained breathing apparatus.\*
- ☐ Operates heavy motorized vehicles.\*
- ☐ Requires repetitive movement of heavy objects.\*
- ☐ Performs other duties requiring high physical demand.\* (Explain below)

~~\*May require a pre-employment medical examination.~~

**ESSENTIAL FUNCTIONS OF POSITION**

- ☒ **VISION** – You must have sufficient vision to perform the following duties: identify resource requirements and prepare supporting materials; monitor all division contracts; develop training programs and examination planning; review legislation, prepare and initiate personnel transactions.
- ☒ **HEARING** – Your hearing must be sufficiently acute to perform following duties: perform phone consultations; take oral instructions from division management and personnel in other divisions
- ☒ **SPEECH** – You must have sufficient ability to speak to perform following duties: report budget, personnel, legislation, training, and administrative issues to management; speak on the phone; interact with division staff
- ☒ **CARDIAC/CIRCULATORY SYSTEM** – Your cardiac/circulatory system must be in sufficient condition to perform the following duties:
- ☒ **RESPIRATORY SYSTEM** - Your respiratory system must be in sufficient condition to perform these duties:
- ☒ **ORTHOPEDIC** – You must have the ability to use the following selected body parts – a. neck, b. shoulder, c. arm, d. elbow, e. wrist, f. hand, g. finger, h. spine, i. back, j. hip, k. leg, l. knee, m. ankle, n. foot, o. toe, to perform the following duties: use computer (a, b, c, d, e, f, g); attend meetings (h, l, j, k, l, m, n); and, use of appropriate body parts to perform other duties of this position
- ☐ **MANUAL DEXTERITY** – You must be able to perform the following duties involving manual dexterity: use the computer; telephone, calculator; FAX machine; drive vehicle to meetings, conferences workshops, etc.
- ☐ **BENDING, STOOPING, KNEELING** – You must be able to bend at the knee or waist, stoop, and kneel to perform the following duties: field investigations, industrial hygiene surveys
- ☒ **SITTING OR STANDING** – You must be able to sit or stand for extended periods of time to perform the following duties: attend meetings, tour facilities, sit at desk for extended periods of time to perform division administrative duties that are mandatory for this position
- ☐ **LIFTING** – You must be able to lift up to pounds to perform the following duties: Lift a minimum of 15 pounds
- ☒ **CONCENTRATION** – You must be able to continuously concentrate to perform the following duties: develop division budget and work plans; research civil service classifications; analyze organizational structure; maintain and develop division administrative policies; develop priorities for use of division's line item expenditures; prioritize and monitor division contracts; develop and coordinate division training programs; review legislation
- ☒ **EQUILIBRIUM/BALANCE** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others: field and industrial hygiene investigations
- ☐ **LOSS OF AWARENESS OR CONSCIOUSNESS** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
- ☐ **CONTAGIOUS OR COMMUNICABLE DISEASE** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:

- ☐ **DRIVING OR OPERATING DANGEROUS EQUIPMENT** – You must be able to drive or operate dangerous equipment to perform the following duties: field and industrial hygiene investigations, attend meetings
- ☐ **Do you have any other physical or mental condition or limitation not listed above that prevent you from performing the essential functions of this position as described in this job description?**
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**EMPLOYEE CERTIFICATION**

- ☐ Yes. I am able to perform all of the above listed essential functions of the position and have no physical or mental condition or limitation that prevent or otherwise impair me from doing so.
- ☐ Yes, I am able to perform all of the above-listed essential functions of the position, but will require reasonable accommodation in order to do so.
- ☐ No, I am unable to perform one or more of the above-listed essential functions of the position, even with reasonable accommodation.
- ☐ I am not sure if I am able to perform on or more of the above-listed essential functions of the job.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date